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SECTION: S-4
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SOLICITATION 05-S6784-A11296

CONTRACT FOR SHORT-TERM VEHICLE RENTALS

CONTRACT PERIOD: JANUARY 5, 2005 – JANUARY 4, 2010

AWARDED TO: **ENTERPRISE RENT-A-CAR**

Usage: The contract is to be utilized by State Agencies in the following locations when rentals originate in

South Carolina:

AIKEN
FLORENCE
GREENVILLE
GREENWOOD
MYRTLE BEACH
NORTH MYRTLE BEACH
ROCK HILL
SPARTANBURG

State employees considering use of this contract should follow all internal policies and procedures governing the use of rental vehicles set forth by their agency.

The contract is to be utilized by State Fleet Management for the Charleston and Columbia areas only in the event it is unable to furnish a fleet vehicle when requested by an agency.



A User's Guide For
Solicitation 05-S6784
Short Term Car Rentals originating in

The State of South Carolina

Great rates for official State *business* rentals in South
Carolina!



A Practical Guide to Vehicle Rental:

*Discounted rates are valid for **business** rentals!*

Renting a vehicle in South Carolina

**For Questions, To Set Up a New Account, or For More
Information Please Contact:**

Bob Medina
Corporate Account Manager
803.714.2699



Renting a Vehicle in South Carolina

To Make a Reservation:

Choose from one of these options - please **reference your account number** (Agency Profile should be completed prior to reservation. Once done, account number will be assigned)

- Completed Reservation form and fax to **866-535-5086**. ***Preferred Method for Direct Billing***
- Visit our web-site at www.enterprise.com, enter your account number in the optional box at the bottom of the page (note: If booked on-line and a delivery is needed, you must contact local branch)
- Dial **1-800-RENT-A-CAR** to be connected to the nearest Enterprise location.
- Contact local office directly. (See office directory)

Services Offered:

- Free pick-up service and delivery service to and from your home or office
- Unlimited miles within South Carolina
- No mileage or drop charge for one-way rentals within the State of South Carolina

Renter Requirements:

- All drivers must be over the age of 18 and possess a valid driver's license
- There is no fee for additional drivers over 18 with a valid driver's license
- There is no fee for drivers between the ages of 18 and 24

Payment Options:

- Each Agency must complete the **Agency Profile** *prior* to the rental. This form should be faxed to 866-606-8260 and you will be contacted within 24 hours of a normal business day. This will only need to be done once to set up your account.
- Enterprise will allow rentals in South Carolina to be placed on a credit card provided that the rental is for business use and the renter is authorized by the agency sending in the **Reservation form**.

Coverage:

- The rates include comprehensive/collision coverage (CDW) on all Enterprise rental vehicles provided in the awarded contract. There will be no deductible for losses occurring from comprehensive damage and there will be a \$500 deductible for any collision damage. The coverage is good for the main driver and any secondary drivers with the exception of any contract violations listed on the rental contract.

Please Note: 15 passenger van rentals require the completed Large Van Addendum prior to rental.

- Enterprise includes liability up to \$1,000,000 per accident for bodily injury and property damage combined, and \$1,000 per person for medical payments.
- If you are in an accident the renter must contact the local office within 24 hours of the accident. All State employees will agree to cooperate with the office by completing an accident report and giving any information to the proper authorities. A police report must be secured at the time of the accident.

Turndowns:

- All rental request made 24 hours in advance will be fulfilled. 24 hour notice is recommended for specialty vehicles.

Traffic and Parking Violations:

- State drivers will be responsible for payment of any fines resulting from traffic or parking violations.

Maintenance and Vehicle Breakdowns:

- Enterprise will be responsible for maintenance on its vehicles and the costs incurred. 24 hour Roadside Assistance is provided with each rental through AAA in the event of a mechanical breakdown or accident. Telephone number is located on the rental jacket you will be provided.

Gasoline:

- Vehicles will be rented with a full tank of fuel. Should state employee's return the vehicle without a full tank, the State agency will be billed the cost. There will be no additional charges to replace the fuel.

Customer Service:

- Every branch is equipped with a management team who can handle customer complaints. However, should the complaint go unresolved, you can file a complaint online at www.enterprise.com. Once Enterprise Rent-A-Car has been made aware of a complaint we will contact the renter to discuss the issue. Enterprise will then follow up with the branch or employee to address the issue internally. Once the issue has been addressed internally Enterprise Rent-A-Car

will follow up with the State employee. It is the policy of Enterprise that complete customer satisfaction comes above all else.

Customer Service for the State of South Carolina: **803-714-2699**

Reports:

- Each agency can be provided a monthly report summarizing rental activity



City	Zip	Phone	Address	Location Code
AIKEN	29801	803 641 0135	3915 WEST RICHLAND AVE	2683
FLORENCE	29501	843 669 6309	2115-C W EVANS ST	2644
GREENVILLE	29609	864 242 4748	909 POINSETT HWY	26W8
GREENVILLE	29607	864 233 8182	1500 LAURENS RD.	2651
GREENVILLE	29607	864 297 5579	1618 WOODRUFF RD UNIT G	265L
GREENWOOD	29649	864 229 0749	1707 HWY 72 BYPASS	2658
MYRTLE BEACH	29577	843 626 4277	1377 HWY 501	2664
MYRTLE BEACH	29577	843 916 0929	1100 JETPORT ROAD	26P6
NORTH MYRTLE BEACH	29582	843 361 4410	3401 HIGHWAY 17 S	26P2
ROCK HILL	29732	803 327 9292	2280 CHERRY ROAD	5315
ROCK HILL	29730	803 980 0000	908 ALBRIGHT ROAD	5381
SPARTANBURG	29301	864 576 6750	238 EAST BLACKSTOCK RD	26W7
SPARTANBURG	29303	864 542 1838	986 ASHEVILLE HIGHWAY	2652

Car Class Guide.



ECONOMY



Chevrolet Metro or similar.

COMPACT



Dodge Neon, Toyota Echo or similar.

INTERMEDIATE



Ford Focus, Pontiac Sunfire or similar.

STANDARD



Pontiac Grand Am, Dodge Stratus or similar.

FULL SIZE



Buick Century, Chevrolet Impala or similar.

PREMIUM



Pontiac Bonneville, Buick LeSabre or similar.

LUXURY



Cadillac DeVille, Lincoln Town Car or similar.

SPORT UTILITY



Chevrolet TrailBlazer or similar.

MINIVAN



Dodge Caravan or similar.

CARGO VAN



Dodge Ram or similar.



1 800 rent-a-car

Pick Enterprise. We'll pick you up.*

Just dial 1 800 rent-a-car



Request to Rent a Vehicle

All Faxes will be handled from our State Headquarters
and you will be contacted within two hours.

Fax to: 866-535-5086

Today's Date _____

Name of Driver _____

Telephone _____ Fax _____

E-mail address _____

Agency and Division _____

Agency ID (if known) _____

Authorizing person _____

Telephone _____

What type of vehicle would you like? (See Car Classes on website)

First Choice _____

Second Choice _____

Branch Location (use Branch Code): _____

Pickup Date _____ (Monday to Friday)

Pickup Time _____ (between 8:00 AM and 5:00 PM)

Return Date _____

Return Time _____

Special Instructions _____

STATE OF SOUTH CAROLINA

Business Rental Rates

Vehicle Type	Daily Rate	Weekly Rate	Monthly Rate
Compact Sedans	\$36.50	\$164.25	\$799.95
Intermediate Sedans	\$38.50	\$173.25	\$849.95
Standard Sedans	\$40.50	\$182.25	\$889.95
Premium Sedans	\$44.50	\$200.25	\$979.95
Minivan	\$54.50	\$245.25	\$1199.95
Passenger Van	\$75.50	\$339.75	\$1659.95
Cargo Van	\$48.50	\$218.25	\$1064.95
Compact Pickup	\$48.50	\$218.25	\$1064.95
Full Size Pickup	\$54.50	\$245.25	\$1199.95
Mid Size SUV	\$54.50	\$245.25	\$1199.95
Full Size SUV	\$75.50	\$339.75	\$1659.95

** Rates include coverage listed in the User Guide. The rental office will break down the coverage on the rental contract, and the renter will sign accepting this coverage's provided.

** All applicable sales taxes and surcharges will apply

** Weekly rate is calculated at 5 consecutive days

** Monthly rate is calculated at 28 consecutive days

Renting a Vehicle for Personal Use

To Make a Reservation:

- **Contact Local branch**-Give customer number **26A4456**

Services:

- Free pick-up service to and from your home, office, or hotel
- No additional charges for multiple drivers or for drivers age 21-25 years

Payment Options:

- Personal rentals must be put on the customers' individual Credit Card (The discounted rate will still apply)

Rates:

- Rates will be honored for the State less a **10% discount**
- Insurance coverage is not included
- Contact local branch for great weekend specials!

**RENTAL AGREEMENT ADDENDUM
RESTRICTED USE OF PASSENGER VANS
WITH SEATING FOR OVER 10 OCCUPANTS**

Renter and Owner agree that the terms of this Addendum are additional to and a part of the Rental Agreement for the passenger van being rented.

Renter understands and agrees:

- (1) The van will not be operated or used in Connecticut, the District of Columbia, Florida, Iowa, Maine, Massachusetts, New York, Rhode Island or Canada.
- (2) The van does not meet Federal Bus Safety Standards and they will not transport children in the twelfth (12th) grade or younger, other than family members, for school related functions.

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U.S. DEPARTMENT OF TRANSPORTATION LARGE VAN ADVISORY

The risk of a rollover crash in a 15-passenger van dramatically increases as the number of occupants increases to full capacity. Placing a load on the roof also contributes to this increased risk of rollover. These two conditions change the van's center of gravity. As a result, the van has less resistance to rollover and handles differently from other passenger vehicles making it more difficult to control in an emergency situation. Most vehicle rollovers are single vehicle crashes in which the vehicle runs off the road and overturns when it strikes a ditch, embankment, soft soil, or other object.

TIPS FOR PREVENTING ROLLOVER

Drivers must be well rested and maintain a safe speed for weather and road conditions. Drivers must be especially cautious on *curved* rural roads and maintain a safe speed to avoid running off the road. If the van's wheels drop off the roadway, *gradually* reduce speed and steer back onto the roadway when it is safe to do so.

BUCKLE UP FOR SAFETY

Eighty percent of people killed in rollover crashes in 15-passenger vans were not wearing seat belts. Passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using their seat belts. All vehicle occupants should always wear seatbelts. Drivers should be responsible for enforcing the use of seatbelts.

OTHER TIPS FOR SAFE DRIVING

When a 15-passenger van is not full, passengers should sit in seats that are in front of the rear axle. More than 15 people should never be allowed to ride in a 15-passenger van. Because 15-passenger vans are substantially longer and wider than cars, they: require more space and additional reliance on the side-view mirrors for passing; do not respond as well to abrupt steering maneuvers; require additional breaking time.

Renter acknowledges, by his/her signature below, that he/she has read the above consumer advisory and agrees to all terms of this Addendum.

Renter

Date

Enterprise Representative

Rental Agreement Number: _____



Pick Enterprise. We'll pick you up.®

State of South Carolina – Agency Profile

SC- : _____
Name of State/County Agency or Department, OR Town or City Municipality

Billing Address: _____

Physical Address: _____
(If different) _____

Phone: (_____) _____ **Fax:**(_____) _____

Contact Person: _____ **e-mail:** _____

Signature of Contact Person: _____

I. Pay by Individual Credit Card () Yes *If no, please fill out Section II.*

II. Direct Billing Approval Process

Purchase Orders/ Job #'s/ Etc....? () Yes () No

If yes, who issues purchase orders? _____

Who is authorized to give ENTERPRISE RENT-A-CAR permission to direct bill your Agency?

(Please include title): _____

OR List Possible Renters Names for direct billing authorization:

Billing Frequency:

() Billed directly after each rental () Monthly Statement

If monthly statement, what billing day of each month would you prefer? _____

Special Instructions:

To rent: ALL State Employees must present valid driver's license and ID.

Please Fax Agency Profile, Tax Exempt Certificate, and Certificate of Liability, if applicable, to Ann Dedman at 888-606-8260.